

University of Wisconsin-Oshkosh
Department of Human Services and Professional Leadership
College of Education and Human Services
902 (formerly 901) Candidates – Instructional Library Media Specialist – Initial Level

Checklist of Experiences

The following are suggested experiences for candidates during their practicum experience. Although not all may be applicable, it is important to cover those appropriate to the setting.

Practicum Student _____ Date _____

Information Specialist Role

- A. _____ Provide reference assistance to individuals and groups.
- B. _____ Help students and teachers select materials appropriate for educational, recreational and information interests and activities.
- C. _____ Prepare a bibliography or provide a teacher with needed materials (print, audiovisual and computer) on a subject. Explore resources available outside the library walls (ILL, Internet, online searching, local collections, etc.)
- D. _____ Provide guidance in the use of materials and information technologies, including related hardware and software.
- E. _____ Evaluate the collection on a given topic.
- F. _____ Select materials (print, audiovisual, and computer) on a given topic for a given level.
Use standard selection sources.
- G. _____ Prepare book orders.
- H. _____ Check in and process new materials to prepare new books, audiovisual materials, and other items for shelving and circulation.
- I. _____ Prepare and enter records into the card or online catalog according to established cataloging practice.
- J. _____ Review and understand ordering of periodicals at the library.
- K. _____ Check in periodicals and prepare them for circulation.

Teacher Role

- A. _____ Assist with in-service and orientation activities for school staff.
- B. _____ Incorporate adaptations for individual differences in abilities, learning styles and interests in a lesson.
- C. _____ Co-teach integrated information seeking skills with a classroom teacher.
- D. _____ Provide individual or group instruction in information seeking skills, technology integration and/or media production.
- E. _____ Participate in any program to motivate reading, listening, viewing and communication skills.
- F. _____ Review and understand the library's policy on the scheduling of classes, groups and individuals.
- G. _____ Use and teach the use of computer technology appropriate for library media center operations and access.

Instructional Partner Role

- A. _____ Become familiar with the curriculum of the school through examination of curriculum guides and textbooks, discussions with teachers and staff, and observation of classes.
- B. _____ Observe conferences with teachers and/or administrators on the library, its services and planning for integration into the curriculum.
- C. _____ Assess own performance on the skills listed above.
- D. _____ Consult with a teacher on planning learning activities with integrated information seeking skills.

Program Administrator Role

- A. _____ Appraise the policies and procedures of this library in view of your understanding of the role of the school library media center.
- B. _____ Review and understand the budget procedures (authorizing orders and payments, maintaining records of expenditures).
- C. _____ Review library and school policies regarding safety, student behavior, access, censorship, challenged materials, selection and library use.
- D. _____ Charge out and check in materials; understand circulation process
- E. _____ Prepare student records in automated circulation system.
- F. _____ Prepare circulation reports (manually or through automated system)
- G. _____ Review and understand the circulation and overdue policies of the library. Make out overdues.
- H. _____ Supervise student assistants; assign appropriate schedule of duties. Check work and monitor attendance.
- I. _____ Participate in public relations activities such as development of displays, brochures, newspaper articles, announcements and special activities.
- J. _____ Examine the library's yearly report.
- K. _____ Investigate contacts with other school and public libraries in the area to determine how the libraries cooperate. If possible, visit other libraries in the area.
- L. _____ Manage the overall library environment to enhance it for each student or faculty member.
- M. _____ Participate in professional organization activities.
- N. _____ Attend faculty and/or committee meetings.

Signature of Cooperating Library Media Specialist _____
Date _____

Signature of University Supervisor _____
Date _____